



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE MANAGEMENT AUDITOR

\$4,619 - \$5,897

ENFORCEMENT BRANCH - HEADQUARTERS

SACRAMENTO

***** MULTIPLE POSITIONS *****

RESPONSIBILITIES: Under the direction of the Enforcement Branch, Fraud Grant Audit Program (FGAP) Staff Management Auditor, the auditor is responsible for independently conducting complex compliance fiscal audits of county district attorney's offices that receive local assistance insurance fraud grants (Automobile, Organized Automobile Fraud Activity Interdiction, Workers' Compensation, Disability and Healthcare, and/or Life and Annuity Consumer Protection Program Grants), to determine compliance with applicable laws and regulations, grant award agreement, and Request for Application guidelines. The successful applicant will perform the following duties: Develop, revise, and update audit programs used to conduct reviews of County DA Offices; collect, review, analyze, and monitor the contractual data required by the grant agreement with each County DA; develop audit findings and recommendations fully supported by audit working papers that result from reviewing the County DA Offices; prepare exit and final audit reports and present audit findings to the County DA Offices and the California Department of Insurance (CDI) management; responsible for organizing and conducting both the entrance and exit conferences at each County DA Office reviewed; present at grant workshops for County DA Offices' management and staff; special projects as request. Travel is required 25 percent of the time. ***Background check and fingerprinting are required. Free parking! Close to Light Rail station!***

DESIRABLE QUALIFICATIONS:

- Demonstrated experience in performing analytical assignments;
- Knowledge and experience in State government accounting and Federal government auditing standards;
- Ability to work with Fraud Investigators, district attorney offices and other allied law enforcement agencies;
- Excellent verbal and written communication skills;
- Good interpersonal skills;
- Ability to perform a variety of assignments ranging from County DA reviews, special projects, and internal control reviews of the CDI's administrative and accounting systems;
- Ability to work independently as well as a team member;
- Personal computer experience including but not limited to Microsoft applications such as Word, Excel, Access, and PowerPoint.

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Management Auditor level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility***

SS12/12/12

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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(i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development) on the state application.

APPLICATION PROCEDURE: Send a completed standard State of California application to Sophia Santiago, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "ASSOCIATE MANAGEMENT AUDITOR, 413-189-4159-FGU" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3310 or email Sophia.Santiago@insurance.ca.gov.

FINAL FILING DATE: January 3, 2013, by 5:00pm, Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate state application (std 678) is required for each recruitment for which you would like to be considered.

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